

SUGGESTED PRECON. CONF. DISCUSSION ITEMS FOR CONTRACTORS**General:**

- Introductions (A sign in sheet of attendees should be drafted)
- Discuss Roles of Project Engineer, Contractor, LPA, MDOT LPA Coordinator
- Discuss DBE participation, EEO, Wage Rates, Payrolls, Subcontracting and Bulletin Board.
- Submission of letters assigning Superintendent (Section 105.05), EEO Officers, Traffic Safety Officer (Section 618.01.2), and Storm Water Inspector (Section 107.22)
- ADA slope requirement for sidewalks and ramps
- Erosion control requirements
- Requirements for testing clearance

Proposal & Specifications:

- Identify project specific Notice to Bidders as well as any Addenda that have been issued.
- Note the requirement for Type II Safety Apparel (NTB 1808)
- Contract Time: Specify Contract Time identifying the Specified Completion Date (NTB 4100) as well as Time Assessment Methods & Liquidated Damages Specifications (Section 108.06)
- Erosion and Siltation Control Plan: No work of any kind will be allowed on the project until the Erosion and Sediment Control Plan is approved as prescribed. Upon acceptance of the plan, it should be maintained and updated as specified along with the necessary reports. (Section 107.12 and 107.22).
- Discuss project specific Special Provisions such as LPA Utility Specifications, ITS items,
- Material Pits: Material pits require all approval letters and permits set forth in Section 107.23.

Plans

- Read through notable Plan General Notes.
- Discuss Typical Sections and Special Details & Features in Plans.
- Discuss Traffic Control and Safety.
- Stress strict enforcement of ADA requirements throughout project including cross-slopes and ramp slopes for pedestrian facilities. Call attention to ADA related features of the plans including SD-CCR Curb Cuts should it apply.

Materials:

- Test reports and certificates must be in hand before using material in the project.
- Any Asphalt Pavement or Concrete Mix used must have an approved Job Mix Formula even if a substitute higher grade mix is used for asphalt. The District Materials Engineer should be notified prior to placement of asphalt pavement or concrete to be tested.
- MDOT testing charges will be charged against contingency funds

Federal Aid Requirements:

- Payrolls: The contractor/subcontractor must submit two (2) copies of certified payrolls to the project engineer weekly. Payrolls must have each employee identified by race and sex along with other required information (address, social security number). LPA - 880 and LPA - 881 are also required.
- FHWA-1391: FHWA form submitted to the Contract Compliance Officer of each contractor/subcontractor working during the month of July on any federal project in excess of \$10,000.00. The contractor/subcontractor fills out the form and sends it to the project engineer. MDOT Central Office will send this form out to all contractors. Consultants are not responsible for doing this.
- Bulletin Board: The prime contractor must furnish a bulletin board. The location of the board must be approved by the project engineer. All required posters (furnished to the contractor by the project engineer) and other related documents (wage rates, EEO Policy, etc.) must be legible and current on the board. See the letter from MDOT for requirements of documents to be posted by the prime and subcontractor. The prime contractor must post a copy of the Construction Storm Water Management certificate for the contractor's storm water representative. Guidance for bulletin board requirements including jobsite posters that must be presented on the bulletin board can be found at

<http://www.fhwa.dot.gov/federal-aidessentials/companionresources/29jobsiteposters.pdf>

- **Wage Rates:** The contractor/subcontractor must pay at least minimum rates listed in the contract. All hours worked over forty (40) hours per week is overtime (Time and ½ per hour).
- **EEO and Safety Meeting:** The contractor must hold a meeting with all employees prior to beginning work, and at each six (6) month interval throughout the life of the project. The contractor is to submit an attendance list and topics discussed to the project engineer after each meeting.
- **Labor Questionnaire (CAD-440):** The project engineer/inspector will interview one (1) employee of the contractor/subcontractor each two (2) weeks while the project is active, until all employees are interviewed, or the project is completed. The project engineer will notify the contractor's Contract Compliance Officer if a discrepancy or problem is discovered. Make sure employees know what their work classification (laborer, operator, etc.) is as it will be checked against payrolls and Davis Bacon Act requirements.
- **Monthly Estimates:** Monthly estimates will be reported on forms LPA-001 and LPA-002. An OCR-484-LPA form is also required with each monthly estimate submission. A copy of the OCR-484-LPA should be attached to each estimate and one copy shall be sent the MDOT Office of Civil Rights, P.O. Box 1850, Jackson, MS 39215. The OCR-484-LPA shall be submitted with every estimate (negative reports if appropriate), even if subcontractors were not paid during that time period. Since the LPA-001/002 are requests to reimburse the LPA and not the prime contractor, the prime contractors should submit an invoice to the LPA. However, this invoice is not required to accompany the estimate that is submitted to MDOT. Estimates cut-off is at the end of each month and should be submitted to MDOT LPA Division by the 7th of the following month. Approved estimates will be reimbursed on the Wednesday after the 4th Tuesday of each month.
- **Work Force (Minority and Female Participation):** 6.9% female employees are required on all jobs/contractors/subcontractors. The minority percentage for the county of the project site can be found in the Form FHWA-1273 in the proposal documents.
- **DBE Goal:** The prime contractor can only claim the portion of work performed by the DBE subcontractors submitted on the Form OCR-481-LPA toward the required DBE goal and must insure that the DBE subcontractor performs his/her own work. The prime contractor must notify the project engineer before any subcontractor is allowed to begin work. Every subcontractor must be approved by the LPA prior to being allowed to begin work.
- **Toilet Facilities:** The contractor must furnish toilet facilities located on or near the project site, or make arrangements at an existing facility on the project site.
- **FHWA-1273:** Each subcontractor must attach the Form FHWA-1273 document to their subcontract agreement. The LPA will furnish the prime contractor with the Form-1273, and the prime contractor will forward it to each subcontractor.
- **DBE Liaison Officer:** The contractor must submit the name of their DBE Liaison Officer (in writing) to the project engineer with a copy to the MDOT Local Public Agency Division and the MDOT District LPA Engineer.
- **OCR-482-LPA (Certification of Payments to DBE Firms):** Each prime contractor must submit the Form OCR-482-LPA to the MDOT DBE Coordinator with a copy to the project engineer, at the conclusion of each federal-aid project. Final acceptance will not be made without this form being completed.
- **OCR-483-LPA:** Project personnel will determine if DBE's are actually performing the DBE work. The LPA CEI consultant should submit this form when the subcontractor is approximately 50% complete.
- **Subcontracts:** Subcontracts will be approved by the LPA on Form RPS-1. A copy of the approved subcontracts shall be submitted to the MDOT District LPA Engineer so that the subcontract info can be entered into Site Manager. Each subcontractor must attach the Form FHWA-1273 document to their subcontract agreement. The LPA will furnish the prime contractor with the Form-1273, and the prime contractor will forward it to each subcontractor.

Other Notes:

- The LPA should present a Sign Inventory of the project to the Contractor to be verified upon receipt and

confirmed upon completion of the project to ensure all existing signs are accounted for throughout the work zone. Video is acceptable.

- If anyone from MDOT, FHWA, GAO, OIG, DEQ, EPA, Thompson Engineering or Representatives of the LPA visits the project, record that in the diary
- Reminding all parties that there is no retainage on Contractor payments nor should intentionally reduction of quantities be performed to indirectly hold retainage.
- Removal of temporary stripe, if required, is an absorbed item (Section 619.03.2).

SUGGESTED PRECON. CONF. DISCUSSION ITEMS FOR CONSULTANTS

- Documentation of pay items to be submitted with closeout documents
- No hard copies of diaries are required. CD is acceptable.
- Putting quantities into SiteManager
- Monitor cost for CE&I and do a S/A prior to overrunning the contract
- Review requirement of page 44 of the PDM